



15<sup>th</sup> July, 2020

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Learn from Home: <https://www.nortoncollege.net/learnfromhome>

Safeguarding: <https://www.nortoncollege.net/safeguarding>

<https://www.gov.uk/coronavirus>

Dear Parents and Carers,

### **College re-opening for all students: September 2020**

As you are aware, college will re-open to all students in September 2020. In this letter I want to set out for you how college will look so that you are fully aware of the precautions we are taking to keep students and staff as safe as possible. At this stage, some details are still to be finalised, and we shall be in touch again over the summer with further information. To avoid you having to check messages every day, please look out for more information on the following dates:

- 31<sup>st</sup> July;
- 14<sup>th</sup> August;
- 28<sup>th</sup> August.

There is also a new page on the college website which we will update with new information as we have it. You can find it here:

[www.nortoncollege.net/september2020](http://www.nortoncollege.net/september2020)

The government issued a press release on the re-opening of schools on 2<sup>nd</sup> July, which you can read here:

<https://www.gov.uk/government/news/schools-and-colleges-to-reopen-in-full-in-september>

The government has also issued more detailed guidance for parents on school re-opening, which you can find here:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Finally, there is more detailed guidance for schools which you may find useful in seeking further detail about specific issues. You can find the full guidance for schools here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### **Key Principles**

In planning for the re-opening in September, we have followed a number of key principles that we think are especially important:

- there must be a full risk assessment so we are sure we have taken all the precautions we can;
- we set out clearly the procedures to be followed should someone show symptoms of COVID-19, or fall ill;



- all students and staff must follow the rules of good hygiene with respect to hand washing and following the ‘catch it, bin it, kill it’ procedure;
- social distancing should be maintained wherever possible and contact between individuals should be minimised;
- teaching groups should be consistent, with as little mixing between groups as offering a full curriculum allows;
- movement around the site must be minimised;
- there must be enhanced, focussed and frequent cleaning of common, shared areas, and shared resources.

### Risk assessment

The college has carried out a full risk assessment for the re-opening, using the model risk assessment provided by the local authority which closely follows the DfE (Department for Education) guidance. We have adapted this and added to it to ensure it meets the needs of students and staff at Norton. The risk assessment will be scrutinised by the local authority’s health and safety and legal teams to ensure that we have done all we reasonably can to ensure that everyone is kept safe. The risk assessment clearly identifies procedures to be followed should someone fall in, and the college has supplies of PPE should these be needed in caring for someone who becomes ill.

### The school day

The start and finish times of the school day will be as they are currently. However, we are making some changes to the timings within the day to enable us to stagger break and lunch times. The new day will provisionally look like this:

Year	Mentor time	P1	P2		P3	P4		P5
	8.45 – 9.05	9.00– 0.05	10.05–11.30		11.30–12.30	12.30–2.00		2.00-3.00
7			B			L		
8				B			L	
9					B			L
10			B			L		
11					B			L
12/13			B			L		

**B = break time L = lunch time**

Periods 2 and 4 will be extended and students will have their break (25 minutes) and their lunchtime (30 minutes) within these periods.

As you can see, break and lunch times will be staggered, and students will have their own outdoor and indoor social areas for use at these times. Students are encouraged to bring a packed lunch if possible. Lunches will be available to pre-order from the school canteen, and will be brought to bubbles as a ‘grab bag’. Free school meal students will automatically receive meals from the canteen.

You will also notice that we have shortened the overall length of the day so that period 5 will finish at 3pm. This is so that we can stagger the departure of students so that they are able to maintain social distance and separation between bubbles as far as possible, and still leave the school site at their normal leaving time of 3.15pm. No teaching time will be lost.



As usual, we shall finish early every other Monday, according to the school calendar, to allow time for staff training and professional development. This will be even more important next year as we review and revise our procedures in the light of our experience with the new way of working.

## **Zoning**

In order to reduce mixing as far as possible, students will be taught in year group 'bubbles'. There may be some mixing within year groups, particularly at social times and in KS4, but there will be no mixing between bubbles. The school will be zoned, and each year group will be allocated to a particular part of the school. For the first half term, students in key stage 3 (years 7 to 9) will remain in their teaching rooms as far as possible. In key stage 3, students will be taught in mixed ability groups and will not change teaching groups. This will mean we can reduce social mixing as far as possible between these bubbles.

In key stage 4, students will also be taught in zones. The entire year group will need to be regarded as a single bubble as teaching groups will need to mix to allow us to teach option subjects at GCSE. Students will move out of their zone and go to specialist rooms for subjects such as art, science, IT, and so on (this will also be the case for KS3 after half term, we hope). Specialist rooms will be cleaned between use by different bubbles.

Staff, therefore, will need to move from zone to zone so that students are taught by specialists. Staff must maintain a social distance of at least 2m from students and from other staff as far as possible, so there will be a 'teacher zone' at the front of every classroom.

When students move around the site, either to specialist rooms, or at social times, a one way system will operate around the site and all students and staff will have to keep to this rigorously to minimise contact and maintain as much distance as possible around the site.

## **Curriculum**

The full curriculum will be taught to all students, and we shall keep to the normal 5 period school day (with adjusted timings, as you have seen). Curriculum leaders and subject staff are working on the modifications they will need to make to their schemes of learning and their planning in the light of the work students have managed to do during closure. Teachers are also thinking about how we use the evidence we have gathered from Microsoft Teams, and how we informally assess progress, without subjecting students to the additional stress of any written exams, so that we can make sure students make the best progress possible once they join us again in September.

For students who are joining us in year 7, we also need to consider what might have been missed from the key stage 2 (year 6) curriculum, especially in English and maths, so that we can make sure students are ready to access the secondary curriculum.

Students will not be able to share resources such as textbooks between bubbles, so these will also be zoned. Students will not be able to share or borrow basic equipment, so they must be fully equipped in September (pen, pencil, ruler, rubber, calculator, etc.; you can find the full list in the student planner and on the webpage I have linked above for the September re-opening). Staff will have a basic supply in case students forget to bring equipment, but please ensure students do have their own equipment as far as possible.

We are currently updating our policies on marking, feedback, and home learning in light of DfE guidance.

The college is also planning so that we are able to continue to provide remote learning to students who are self-isolating or shielding, or in the case of a local lockdown so that we are able to support students in learning from home.



## **Pastoral support and safeguarding**

We are very conscious that some of our students may feel anxious about returning to college for a variety of reasons, and during the first week we shall provide an extended mentor period to allow time to address some of these anxieties. Students will also be able to ask for pastoral support and will be able to contact our safeguarding lead. Pastoral leaders will be based in year group zones so that they can offer support to students and to staff as and when necessary.

We shall also stagger the start to the term for different year groups (see below) so that we have the time to explain the new procedures and processes to students and the capacity to support them in developing good habits.

If you have any safeguarding concerns that you want to discuss with us before September, please consult the relevant page of our website:

<https://www.nortoncollege.net/safeguarding>

## **Transport**

We shall write to you with more information about transport arrangements in due course. On our own buses, students will be required to sit according to a fixed seating plan which will keep students in their year group bubbles, and they will not be allowed to change seats. It is likely that students will need to wear face coverings on buses.

If using public transport, parents and students must follow the guidance issued by the government, which can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Local students are encouraged to walk or cycle to school. When doing so, they should avoid mixing with any other year group bubble, and should maintain social distancing at all times. If parents bring students to school by car, they must not:

- allow students from different year group bubbles to travel in the same car if they are from different households;
- enter the school site to drop off or pick up students.

## **Attendance**

From September, attendance will once again be mandatory. The DfE guidance states that: "It is vital that children and young people return to school and college - for their educational progress, for their wellbeing, and for their wider development. School and college attendance will again be mandatory from the beginning of the new academic year. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply."

We are fully in agreement with this statement. We want all our students back in college full time so that we can support them in making good progress next year. Parents and carers should, as always, avoid arranging holidays during term time, and, if holidays are cancelled and need to be re-arranged, they should not be re-arranged during term time.

## **Uniform**

Students will be expected to attend college in full uniform, which should be obtained from:

<https://www.uniform-direct.com/acatalog/Norton-College.html>

The college will have plenty of spare, clean uniform to lend to students should it be necessary. If you have any problems or questions concerning the uniform, please contact college as soon as possible.



## **New procedures and policies**

The college is updating its policies on behaviour and expectations, engagement and ethos, fire alarm procedures, lockdown procedures, and others, and new policies will appear on the college website in due course. We shall share all the relevant information with students, too, during the first week of term to ensure they understand our expectations.

With the approval of the local governing body, we are also installing a CCTV system on the site over the summer which will help us to keep students safe as well as help us to identify the presence of any unexpected visitors or intruders on the site. In the main, the system will be operational outside, covering areas such as the playground and the field but with one camera covering the student entrance inside the main building. The system will have the capacity to be extended to additional internal or external areas if needed.

A new CCTV policy will also appear on the website in due course.

## **Transition – Y6 to Y7**

Our transition arrangements for our new year 7 students have been significantly disrupted this year. However, as usual, we shall have a year 7 only day on the main site on Tuesday, 8<sup>th</sup> September. This will allow our new students to familiarise themselves with the site and with their classrooms, as well as giving us the opportunity to help them to understand and practice the new ways of working.

## **First week back**

The new term starts with a professional development day for staff on 7<sup>th</sup> September, where we shall ensure that the site and all staff are ready to welcome students back into college from Tuesday 8<sup>th</sup> September.

The timetable for the return of students is as follows.

Monday, 7 <sup>th</sup> September	Staff training day no students in college
Tuesday, 8 <sup>th</sup> September	Y7 begin; Y12 enrolment
Wednesday, 9 <sup>th</sup> September	Y8 and Y11 begin; Y12 induction
Thursday, 10 <sup>th</sup> September	Y9 and Y10 begin; Y13 begin
Friday, 11 <sup>th</sup> September	Normal lessons for all

## **Protocols**

In order to help parents/carers and students understand the new ways of working, we have written parent and student protocols that we ask all parents/carers and students to read and to abide by. There are links in these protocols to other information, such as what to do if a child displays symptoms either at home or at school.

The protocols can be found on the website.



**Finally...**

Thank you for reading through to the end of this long letter. I know you will have many questions, and we shall try to answer these as we add more detail through the summer. As I said in my introduction, please look out for additional information around the dates I have indicated, and on the website:

[www.nortoncollege.net/september2020](http://www.nortoncollege.net/september2020)

In the meantime, if you have any concerns, questions, or suggestions, please get in touch with the college by emailing [admin@nortoncollege.net](mailto:admin@nortoncollege.net). Emails sent to this address will be read over the summer holiday.

Yours faithfully,

Yours faithfully,  
Dr S R Carson  
Head teacher